



HOW TO APPLY FOR A TENTATIVE PARCEL MAP

WHEN IS A TENTATIVE PARCEL MAP REQUIRED?

Tentative Parcel Map review is required where a parcel or parcels of land are proposed to be subdivided into four or fewer parcels.

A Tentative Parcel Map may be waived if the subject property qualifies under Section 66426 (a, b, c, or d) of the State Subdivision Map Act. However, if waived, a Parcel Map is required for development.

WHAT IS ITS PURPOSE?

Review of Tentative Parcel Maps helps insure healthy, attractive neighborhoods are developed and sustained in accordance with State Subdivision Map Act, City Subdivision Regulations, environmental, zoning, and building regulations, General and Neighborhood Plans, and requirements of the Public Works, Fire and Police Departments.

WHAT DOES IT COST?

The initial application fee for a Tentative Parcel Map is a \$6,000.00 deposit to be used for cost of staff review time and materials (no maximum), billed on a monthly basis [See Planning Fee Schedule].

WHO APPROVES A TENTATIVE PARCEL MAP?

When there are no variances involved the Planning Director may approve, deny or refer a

parcel map to the Planning Commission. The Planning Commission at a public hearing may conditionally approve, deny or refer the map to the City Council for a decision. Action on a Tentative Parcel Map that requires approval of a variance will also be acted upon by the Planning Commission.

The decision of the Planning Commission is final, subject to conformance with the conditions of approval, unless appealed within 10 days of the Planning Commission action to the City Council.

WHAT ARE THE STEPS?

1. Make an appointment with the Development Review Engineer to determine which regulations apply to your project and what materials you need to prepare. At your request, or if Development Review Engineer determines it would be helpful, a pre-application meeting will be set up with staff members from other departments.
2. Submit completed application and required materials to the Planning Division. (See application instructions for Tentative Parcel Map.)
3. Copies of your proposal will be referred to effected departments and other agencies for comment. Within 30 days of submittal of application, the Project Development Review Engineer will notify you whether your application is complete or additional information or revised plans need to be submitted.

4. The Development Review Engineer will schedule a preliminary meeting two to three weeks after the application is submitted. Applicant, owner, occupants, engineer, interested neighbors residing within 300 feet of the property, general public and City staff are invited to attend and review the project and its impact.
5. Either the Planning Director will approve or deny the application or the Development Review Engineer will prepare a staff report for the Planning Commission and will notify you of the date of the hearing.

HOW LONG DOES APPROVAL TAKE?

Approval usually takes 10 to 12 weeks after an application is deemed complete. [NOTE: Indicated processing times **do not** include time needed by developer to revise and resubmit plans.]

If an Environmental Impact Report (EIR) is required, the process will take considerably longer. (For details about EIR requirements or other environmental concerns, see the Environmental Assessment Information Sheet.)

WHAT IS INVOLVED IN A PUBLIC HEARING?

At least ten days before a hearing of an application, the applicant and all persons who own property and occupants within 300 feet of the boundaries of the project will be notified of the place, time and date of the hearing. The mailing list uses the addresses shown on the latest assessor's records. The Planning Commission will consider the Planning Division staff report and evaluate testimony from the applicant and his or her representatives and the public. After the public hearing portion of the meeting is concluded, the Planning Commission may conditionally approve the project, deny it, hold the

matter over for redesign (with the applicant's consent) or refer the matter to City Council.

MAY A DECISION BE APPEALED?

An applicant or anyone who could be impacted by the decision of the Planning Commission may appeal the Commission's decision to City Council. To appeal, a written statement explaining one's objection(s) must be filed within 10 days after the decision has been made. A public hearing will then be set to consider the appeal. Appeals are generally heard within 6 to 8 weeks.

WHEN ARE HEARINGS HELD?

The Planning Commission holds public hearings on the 2nd and 4th Thursdays of each month at 7:30 p.m. in the City Council Chambers. The Planning Commission also meets the 1st and 3rd Thursdays on an "as needed" basis. The City Council meets the first four Tuesdays of each month at 8:00 p.m. in the City Council Chambers.